



# Las Vegas Municipal Court

## FINANCIAL ASSESSMENT REQUIREMENTS

Alternative Sentencing & Education Counter – 4<sup>th</sup> Floor

Hours of Operation: Monday - Thursday 7:30 a.m. - 4:00 p.m.

Closed Fridays and Holidays

F-6.1

### You must have all paperwork before appearing for a Financial Assessment.

The purpose of a financial assessment is to determine your ability to pay court ordered fines and fees. Financial Assessment does not result in the waiver, reduction, dismissal of any fines/fees, or amendment to your citation(s).

You are expected to have all required paperwork when appearing for a financial assessment. If you appear without the required paperwork, payment will be expected or a warrant may be issued for your immediate arrest and your Driver's License may be suspended by the DMV.

Upon arriving at the Alternative Sentencing & Education, 4<sup>th</sup> floor lobby, please pull an "F" ticket from the ticket dispenser. This will notify the front counter clerks that you have arrived for your financial assessment.

**Please bring the following documentation for you, your spouse/partner, parent or legal guardian (if applicable) for the Court to evaluate your ability to pay:**

**NOTE:** Only the **most current** Financial Documentation (income sources, bills, bank statements, etc.) will be accepted

If you are **employed**:

- Picture Identification
- Proof of all household income (Check stubs, W2, etc.)
- Bill statements (utility, car insurance, car payment, phone, loans, credit cards, etc.)
- Lease agreement or most **recent** mortgage statement
- If you live with someone, you must provide a **notarized letter** to include the following: person's name, telephone number, address, and how much you pay them monthly for rent and utilities.
- Bank statements from last 60 days (including prepaid cards or funds deposited onto prepaid cards)
- Any **official written** documentation you can provide that will help the Court assess your income and how you support yourself/household
- All printouts must be stamped by the agency

If you are **unemployed**:

- Picture Identification
- Proof you are unemployed (Unemployment benefits, termination letter, etc.)
- Proof you are receiving Government assistance
  - All printouts must be stamped by the agency and be current
- Bill statements (Utility, car insurance, car payment, phone, loans, credit cards etc.)
- Lease agreement or most **recent** mortgage statement
- If you live with someone, you must provide a **notarized letter** to include the following: person's name, telephone number, address, and how much you pay them monthly for rent and utilities.
- Bank statements from last 60 days (including prepaid cards or funds deposited onto prepaid cards)
- Any **official written** documentation you can provide that will help the Court assess your income and how you support yourself/household

It is **your responsibility** to provide all the required documentation and personally appear **BEFORE** your payment due date. Payment is expected if all paperwork is not provided by your due date or a warrant may be issued for your immediate arrest and your Driver's License may be suspended by the DMV

**Please Note:**

- **Minors (under the age of 18) must have a parent or legal guardian present** with them at the Financial Assessment Interview.
- No friends, children, or relatives allowed
- **No disruptive behavior** of any type will be tolerated. In the event of any disruptive behavior, Las Vegas Municipal Court Marshals will respond and have the discretion to detain, arrest, or escort you from the building.

**Processing Time:** You should plan to spend a **minimum of 2 hours**. Your patience is greatly appreciated.

**Your Financial Assessment is subject to review every 12 months.**

F-6.1.1

Last Name/Apellido		First Name/Nombre	
Home Address/ Domicilio	City/ Ciudad	State/ Estado	Zip Code/Código Postal
Mailing Address (if different than home address) <i>Dirección Postal (si es diferente al domicilio)</i>	City <i>Ciudad</i>	State <i>Estado</i>	Zip Code <i>Código Postal</i>
Home Phone /Número de Teléfono (    )			
Cell /Message Phone <i>Celular/ Teléfono para Mensajes</i> (    )			
Email Address/ Correo Electrónico			
Employer Name/Lugar de Empleo			
Employer Address/ Dirección de Empleo			
Employer Telephone Number / Número de Teléfono de Empleo			

1) GOVERNMENT/STATE ASSISTANCE/ ESTADO, CONDADO	Yes/Si	No/No
1. Soc. Sec. Disability Benefits/Beneficios por Incapacidad		
2. Strike Benefits/Beneficios de Huelga		
3. Subsidized Housing- Vivienda Subsidiada		
4. Utility Allowance/Subsidio para Utilidades		
5. Supplemental Security Income (SSI)/Ingresos Suplementarios del Seguro		
6. TANF/AFDC/Food Stamp Assistance/ Ayuda Temporal para fam. Necesitada/Vales de Comida		
7. Workers Compensation or Temporary Disability/ Compensación a los trabajadores por Incap. Temp.		
8. Other: please list		

Case #: \_\_\_\_\_

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INCOME INFORMATION / INFORMACIÓN DE INGRESOS	SELF / USTED	SPOUSE/PARTNER CÓNYUGE/PAREJA
Hourly Wage <i>Salario por hora</i>	\$	\$
Hours worked per week <i>Horas trabajadas por semana</i>		
How much in tips <i>Cuánto gana en propinas</i>	\$	\$
Unemployment Benefits/Strike <i>Beneficios de Desempleo</i>	\$	\$
Child Support (receiving payments) <i>Manutención de Menores (Pago que recibe)</i>	\$	\$
Veterans/Military Benefits or Allotment <i>Beneficios Militares/Veterano</i>	\$	\$
Foster Care <i>Cuidado de Crianza Temporal</i>	\$	\$
Pensions/Retirement <i>Pensión/Jubilación</i>	\$	\$
Property Rentals <i>Propiedades Alquilada</i>	\$	\$
<b>TOTAL MONTHLY INCOME/TOTAL DE GASTOS MENSUALES</b>	\$	\$

<b>MONTHLY EXPENSES /GASTOS MENSUALES</b>		
a. Rent / <i>Renta</i>	\$	\$
b. Power / <i>Servicio de Electricidad</i>	\$	\$
c. Natural Gas / <i>Gas natural</i>	\$	\$
d. Transportation Expenses (payment, insurance) <i>Gastos de Transportación (pago y seguro de vehículo)</i>	\$	\$
e. Water/Sewer/Trash <i>Agua/Drenaje/Basura</i>	\$	\$
f. Food / <i>Comida</i>	\$	\$
g. Telephone / <i>Teléfono</i>	\$	\$
h. Cell Phone / <i>Celular</i>	\$	\$
i. Credit Cards / <i>Tarjetas de Crédito</i>	\$	\$
j. IRS	\$	\$
k. Child Support Payments <i>Pagos de Manutención de Menores</i>	\$	\$
l. Payday Loans <i>Préstamo hasta día de pago</i>	\$	\$
m. Fines for other courts <i>Multas de otras Corte</i>	\$	\$
<b>TOTAL MONTHLY EXPENSES /TOTAL DE GASTOS MENSUALES</b>	\$	\$

**FINANCIAL AFFIDAVIT**

I declare under penalty of perjury that the foregoing is true and correct. / *Yo declare bajo pena de perjurio que lo anterior es verdadero y correcto.*

\_\_\_\_\_  
Name/Nombre\_\_\_\_\_  
Date/Fecha

If a Minor, signature of parent or legal guardian/ *Si menor de edad, firma de padres o guardián legal*

\_\_\_\_\_  
Name/Nombre\_\_\_\_\_  
Date/Fecha

\_\_\_\_\_  
Court Representative/Representante de la Corte      Date/Fecha